

SECTION 1: EMPLOYEE SECTION											
Name		ID/Payroll No.		Mail Station		Phone Ext.		Job Title		Division/Section Group	
Name of School						Is this a graduate level course? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete tax form.					
Course No.		Course Title			Credit Hours		Course Dates Begins Ends		Tuition & Fees Itemized Receipts Required		
Are Course(s) for Credit Leading To a Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No				Total Hours Completed Towards Degree		Name of Diploma/Degree		Major Field			
				Total Hours Required							
Check Employee Status <input type="checkbox"/> Regular Full Time <input type="checkbox"/> Co-Op <input type="checkbox"/> Scientific Term <input type="checkbox"/> Other _____						Are you receiving VA benefits or other educational financial support? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what assistance? _____					
Do you request a tuition advance? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Requested \$ _____ If you have already paid, attach receipt/s											
Employee should note that as a condition of issuance of the advance, Fermilab reserves the right to withhold the full amount of the advance from the paycheck of the employee to whom the advance was made, if the use of the funds has not been adequately accounted for, i.e. satisfactory grades and all receipts submitted, within sixty (60) days after the completion of the course. If the employee terminates before completing the course work, the advance is due immediately.											
I have read and understand the Fermilab Tuition Reimbursement Policy and agree to the terms of the policy.											
_____ Employee Signature Date											
SECTION 2: GROUP LEADER AUTHORIZATION											
Approved Group Leader				Project/Task #				DATE			
REMARKS:											
SECTION 3: SECTION BELOW TO BE COMPLETED BY HUMAN RESOURCES											
Advance Approved								Date			
TUITION ADVANCE											
Date		Amount \$		Payable to		Date		Amount \$		Payable to	
Date		Amount \$		Payable to		Date		Amount \$		Payable to	
Date		Amount \$		Payable to		Date		Amount \$		Payable to	
RECORD OF GRADES				FINAL PAYMENT							
				<input type="checkbox"/> Due Employee				Tuition _____			
				<input type="checkbox"/> Due Lab				Fees _____			
								Books _____			
								Total Cost _____			
								Less Advance _____			
								Due Emp/Lab _____			
				Close Out				Date			
				Approved							